



## **ASSISTANT CITY MANAGER**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To work through and with Department Managers to establish and maintain a receptive, supportive environment which encourages and applauds creativity, innovation and flexibility at all levels throughout the City; to assist city management to shape, define and realize the organizational aspirations, mission and culture; serve as a visible leadership presence to encourage, develop and support Department Managers in providing visionary, innovative, and service driven leadership to city customers and staff; to evaluate proposed actions for potential positive benefits and unforeseen consequences to the city and its citizens; to participate in complex and sensitive negotiations and special projects for the City Manager; to facilitate and coordinate projects, activities and goals with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

### **Supervision Received and Exercised:**

Receives administrative direction from the City Manager.

Exercises direct supervision over Department Managers and other administrative, professional and clerical staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Provide visionary, innovative leadership to Department Managers and city staff which reflects and supports the City's organizational culture, mission and objectives; assist city management to shape, define and realize goals and objectives.
- Develop actions, procedures and habits that encourage interdepartmental cooperation and reduce barriers between departments.
- Encourage Department Managers and the management team to evaluate and prioritize individual and team goals within the context of the City's organizational goals, objectives and commitment to service; provide visible leadership presence citywide to promote and encourage innovation, creativity and service as the organizational mission.

## CITY OF TEMPE

### Assistant City Manager (continued)

- Provide highly responsible administrative staff assistance to the City Manager; conduct specific and comprehensive analyses of a wide range of municipal policies involving organization, procedures, finance and services.
- Assist in developing, defining, planning and implementing goals and objectives for the City; recommend and administer policies and procedures.
- Direct, supervise and review the activities and operations of the City Manager's Office; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Coordinate activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council.
- Conduct research and develop recommendations on City-wide work methods, operating policy and procedures, programs, services, and other administrative issues; observe program operations; analyze findings and implications; prepare and present staff reports and other correspondence.
- Negotiate contracts and solutions on a variety of administrative, fiscal and special projects; participate in the preparation of program or special project budgets; analyze and prepare recommendations on budget requests; monitor appropriate budget accounts.
- Represent the City Manager at meetings by making presentations to explain program or project status; answer questions or arrange for compilation of data to assist in decision making process.
- Administer specific program activities by planning, organizing and supervising activities; establish and implement, with approval, operating policies and procedures.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Participate in the development and administration of the City Budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement midyear adjustments.
- Oversee the development, preparation and distribution of City publications including pamphlets, brochures and handbooks.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

### **Experience and Training Guidelines:**

## CITY OF TEMPE

### Assistant City Manager (continued)

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Seven years of demonstrated leadership experience in a municipal government, including a minimum of five years of pivotal responsibility for developing, implementing and managing goals and objectives with significant organizational impact.

#### **Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration or a related field. A Master's degree is highly desirable.

**This position is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

**Job Code: 0180**

**Salary Range: 171**

**FLSA: Exempt**